



Girls in Miss Evans's typing class take a speed test.

Typing, Shorthand, Secretarial Practice, Office Practice, General Business, Merchandising, and Salesmanship are courses offered to prepare Hughes students to take office jobs after graduation. Many students take typing because they know that typed manuscript reports are required in college.

Special instruction is given by Miss Skinner in her Office Practice group to familiarize students with all types of office machines such as the adding-listing, calculator, transcription, and duplication machines. A volunteer staff of students known as Miss Levine's Production Staff, turns out many typing and duplicating jobs for the school files, as well as for special school events and records.

Students accepted for Merchandising do part-time work in downtown stores four afternoons a week.

Shorthand shortens working time.

